

Tyngsborough Sewer Commission
Meeting Minutes
November 8, 2012, 6:00 pm
Location: Tyngsborough Town Hall, Inspectional Dept

Commissioners Attending: Jeff Hannaford (JH), Gerry Foley (GF), Fred Perrault (FP)
Also attending: Allen Curseaden, Superintendent, Caryn DeCarteret, Administrator

Call to Order

The meeting was called to order by Jeff Hannaford at 6:05 PM.

Item 1) Citizens' Time

None

Item 2) Administrator's Report (copy of report attached)

1. Minutes from 10/25/12 for approval: *Approved*
2. Discussion: Abatement 17 Willowdale: *Administrator will contact surrounding towns to see how far back they allow abatements of user fees and the timeframe in which one must be filed.*

Item 3) Superintendent's Report (Copied from attached report)

Superintendents Report

10-25-12

1. Crew performed inspections at the pump stations as required. Generators are tested every Wednesday along with control panel inspections
2. Maintain yards, started fall clean up at all stations including meter pits.
3. Upgrading performance of 110 Mission systems by installing pump run time relays, this will allow us to monitor the pumps themselves
4. Removed signs at Cummings Rd, Sequoia Ave and Flints stations and returned them to the sign company to have the lettering replaced which were peeling.
5. Shop maintenance: painted floor in the bathroom and wash bay. Serviced lawn trailer and equipment.
6. Inspected meter pit at Lakeview Ave and found it to be full of water. Removed water and cleaned the flume in preparation of calibrating the meters.
7. Calibration of metering stations: I contacted Dracut Sewer and talked to their new Superintendent Jay Reynolds. I informed him that we were going to calibrate the meter stations today, Thursday 10/25/12. He asked if we could meet next week to be able to introduce himself.
8. Caryn and I Attended the Enterprise Fund finance class given by Mark Abraham on Monday and found it to be very informative.

Notes:

Sewer Dept. assisted the Highway and Water Dept. to camera the drain line on Birchmont St., found the line blocked with dirt

We received a request to install an electrical plug at the Library. The Town Administrator discussed with the Chairman who approved the request. The plug was installed Wednesday 10/24/12.

Thank you
Allen Curseaden

The Commissioners and Superintendent discussed Lakeview Ave water infiltration and what repairs are necessary to correct. The Superintendent informed the Commissioners that the infiltration is behind the meter, so it does not affect our flow numbers and that the repairs will benefit Dracut ultimately.

The Commissioners and Superintendent also discussed the note from the Superintendent's report regarding installing a plug at the Library. Although the Commission had no issue with the work being performed and gave permission to the Town Administrator for it to be done by the Sewer Department's employee during normal work hours, the Commission felt it wise to further discuss utilization of its employees so that the rate payers, through the Enterprise Fund, would not be subsidizing work to be done for the General Fund.

Item 4) Correspondence

None

Approved 11/8/12

Item 5) Complaints

None

Item 6) New Business

See Item 6, above

Item 7) Old Business

None

Item 8) Adjournment

Motion to adjourn at 6:50pm was made by FP. Second: GF. The motion carried 3-0-0.